

**TRACY MEMORIAL LIBRARY BOARD OF TRUSTEES  
MEETING MINUTES  
Wednesday, 29 June 2016 at 5:00 pm**

Present: Mr. John Garvey (2017) Chair  
Ms. Wendy Dumais (2018)  
Mr. Matt Hubbard (2018)  
Mr. Gordon Terwilliger (2018)  
Ms. Annie Beck (2019)  
Ms. Nancy Mahar (2019)  
Ms. Sandra Licks  
Minute-Taker Ms. Laura Halkenhauser

**Call to Order: 5:00**

**MEETING MINUTES:**

A motion to approve minutes of May 16, 2016, was made, seconded and unanimously approved.

**ACCEPTANCE OF CASH DONATIONS:**

A motion to accept \$360 donated in May was made, seconded and unanimously approved.

**COMMITTEE MEETINGS & REPORTS**

**Assistant Library Director's Report**

- **Adult summer reading programs** - reading bingo with prizes
  - Two special events will be offered:
    - **Happiness is a Muscle** – July 19 at 2 pm, An interactive talk given by Betsy Black of Betsy Black Consulting. Explore the powers of positive psychology and learn tools to help you be happier and thrive every day!
    - **Tiny Houses** – July 28 at 6 pm, Isa Bauer, Tiny House Northeast Project Manager and lead designer, will be at the library for a presentation focused on the basics of planning for and owning a tiny house on wheels; both its challenges and advantages. Living in a tiny house year-round is a topic of rapidly developing debate. Learn why something so “cute” and compact could cause so much discussion!
- **Freegal music** - access to free music downloads – launched Friday, July 1, 2016. This endeavor is sponsored by The Friends of TML.
  - Patrons may obtain three free weekly downloads.
  - Patrons may stream 3 hours daily
- **Facebook Page:** Recently went live and has 111 “likes”.
- **Computer Updates** – As scheduled, 2 Desktops and one laptop have been upgraded per the plan.

**Librarian's Report**

- **Youth Services**
  - Summer Programs are in place –151 youth are signed up so far.

- “On Your Mark, Get Set... READ!” for ages 2-13 signup will run through mid-July.
  - “Lights, Camera, READ” flexible format for the teens featuring books based on movies. The teen room has been tricked out based on the theme.
- Mail Chimp – has 76 recipients of the youth services newsletter.
- New Books continue to be added, including Great Stone Face Books and Ladybug Book Award nominees.
- **14<sup>th</sup> Annual Garden Party** – A lovely event took place on June 19<sup>th</sup> featuring a talk by Arlene Levy, a landscape historian, discussing the topic, “Landscapes for Domesticity” referencing the Olmsted Firm that designed the original Tracy garden. Refreshments served – well done to the gardeners
- **Staff member on family medical leave** - has resumed her full part-time schedule.
- **Librarian Leadership Retreat** – Ms. Licks has applied for the NELLIS leadership symposium to feature Maureen Sullivan, 2016 winner of the Joseph Lippincott Award. August 23 through August 25, 2016.

#### **Facilities Committee**

- **Tomie dePaola Room** - Flooring. Still awaiting repairs.
- **Foundation Drainage Committee** – the committee will meet with the general contractor and Richard Lee to remedy the damage done to the foundation in 1990.

#### **Personnel & Policy Committee:**

- **Policy Review Work:** Regarding the age group policies.
  - **Courtesy library cards to non-resident Kearsarge students** – staff to do nothing if it appears materials are for parents.
  - **Museum Passes** – Logistics of borrowing, 3-day circulation period to allow for more equitable usage.

#### **OLD BUSINESS**

- **Trustee bios** – nearly completed.
- **Bank Account Signatures** – Ms. Dumais is due to be added to signature cards.

#### **NEW BUSINESS**

- **Library wage study** – Ms. Licks got a \$3,000 quote to do the wage study for the library that will give the library a basis for establishing internal and external equity. The legitimacy of the objective 3<sup>rd</sup> party is important to make recommendations going forward. To be discussed Aug 22.
- **NHLTA conference**, May 23 - Ms. Licks and Ms. Mahar reported on the sessions they attended, including “Managing Stress and Conflict; Safety; Technology – What’s Next?; Community Engagement.”
- Projects for end of fiscal year. A motion was made, seconded and unanimously approved to authorize the Library Director to spend up to \$6,000 for ergonomic furnishings for staff. The future need to upgrade lighting throughout the Library was also discussed.

#### **UPCOMING SPECIAL EVENTS / MEETINGS**

- **End of Fiscal year, June 30**
- **Library Director on vacation week of July 4**

#### **OTHER BUSINESS / FUTURE AGENDA ITEMS**

- **Three-year review** of policies due December
- **Policy Review Work**

#### **NON-PUBLIC: The Board of Trustees may enter into non-public session, if so voted, to discuss items listed under RSA 91-A:3 II (a-h)**

Entered into Non-Public at: 5:03 pm

- RSA 91-A:3, II(c) Matters *which, if discussed in public, would likely affect adversely the reputation of any person, **other than a member of this board***

Left Non-Public and reentered the Public Session: 5:08 pm

#### **NEXT MEETINGS**

- [No meeting in July]
- Monday, August 22 at 5:00 pm
- Tuesday, September 20 at 5:00 pm
- Wednesday, October 19 at 5:00 pm \*Please note this is a change\*
- Tuesday, November 15 at 5:00 pm
- Tuesday, December 20 at 5:00 pm

#### **ADJOURN 6:41**

Respectfully submitted,

Laura Halkenhauser